

Schedule 150-1-3-4

HEALTH AND HUMAN SERVICES SYSTEM

REGIONAL CENTERS

August 22, 2006

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

SCHEDULE

150-1-3-4

AGENCY, BOARD OR COMMISSION

Health & Human Services System

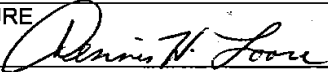
DIVISION, BUREAU OR OTHER UNIT

Regional Centers

PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE



TITLE

Chief Deputy Director

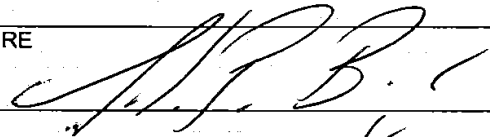
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8/18/06

PART II - ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE



STATE ARCHIVIST

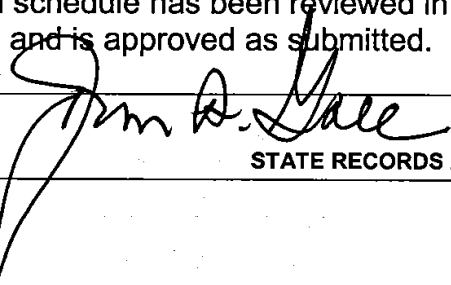
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8/22/06

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE



STATE RECORDS ADMINISTRATOR

DATE

8/22/06

RMA 01005D

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 150-1-3-4 – HEALTH AND HUMAN SERVICES SYSTEM – REGIONAL CENTERS

150-1-3-4-1 GENERAL RECORDS

150-1-3-4-1-1 CARD FILE, INDEX

Is used as a locating aid for other records.

Dispose of concurrently with records for which the card file exists.

150-1-3-4-1-2 GRANTS

All accounting records, correspondence, applications, grant award documents, final financial reports, performance records, or any other record which involve grant funds.

Dispose of 7 years after end of grant period, provided audit has been completed.¹

150-1-3-4-1-3 PHOTOGRAPH/VIDEO - WRITTEN CONSENT, EMPLOYEE

Written consent by employee for employee publicity and media coverage, may include photographs, video and audio tapes, etc.

Dispose of 10 years after termination of employment.

150-1-3-4-1-4 PHOTOGRAPH/VIDEO--WRITTEN CONSENT, PATIENT

Written consent by patient for patient publicity and media coverage, may include photographs, video and audio tapes, etc.

File in Patient Master Medical File, dispose of 10 years after death or discharge of patient.

150-1-3-4-1-5 PUBLICATION PHOTOGRAPHS, EMPLOYEE

Photographs and negatives of employees taken for possible use in publications, or when employee is chosen employee of the month/quarter/year.

Dispose of after 1 year.

150-1-3-4-1-6 PUBLICATION PHOTOGRAPHS, PATIENT

Publication photographs and negatives of patients taken for possible use in newsletters, brochures, or other publications.

Dispose of after photograph is published or decision is made not to publish photograph.

150-1-3-4-1-7 SPEECHES/LEGISLATIVE TESTIMONY

Speeches or legislative testimony prepared and presented by department staff.

Dispose of 2 years after superseded or obsolete.

150-1-3-4-1-8 VISITOR'S LOG

Record of visitors to see patients.

Dispose of after 1 year.

150-1-3-4-1-9 DISASTER PLAN

Written plans and procedures to be implemented in the event of disaster.

Dispose of 10 years after superseded.

150-1-3-4-2 ACCOUNTING

150-1-3-4-2-1 ACCOUNTING MASTER FILE DETAIL LISTING

Monthly computer report shows the projected budget for each quarter by service area (laundry, X-Ray, food service, etc.)

ORIGINAL RECORD: Dispose of after 2 years, provided audit has been completed.¹

ELECTRONIC DATA: Backup daily and/or monthly; dispose of after 2 years.

SECURITY COPY: DISPOSE OF AFTER SUPERSEDED. Backup monthly; dispose of after superseded.

150-1-3-4-2-2 ACCOUNTING MASTER FILES TRANSACTION

Computer input form used in setting up the master file. Includes budget by quarter, program and service area.

ORIGINAL RECORD: Dispose of after 2 years.

ELECTRONIC DATA: Backup daily and/or monthly; retain permanently.

SECURITY COPY: Dispose of after superseded.

150-1-3-4-2-3 BATCH PROOF LISTING

Monthly computer report is an edit listing on current batches to be updated to the master file.

ORIGINAL RECORD: Dispose of after 1 year.

ELECTRONIC DATA: Backup daily and/or monthly; retain permanently.

SECURITY COPY: Backup monthly; dispose of after superseded.

150-1-3-4-2-4 CANTEEN/AMUSEMENT FUND REPORT

Quarterly financial report of canteen operation and trust fund activities (6800).

ORIGINAL RECORD: Dispose of after 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

ELECTRONIC DATA: Backup daily and/or monthly; retain permanently.

SECURITY COPY: Dispose of superseded.

150-1-3-4-2-5 CASH FLOW STATEMENT

Record of expenditures and balance available.

Dispose of after 3 years, provided audit has been completed.¹

150-1-3-4-2-6 DOCUMENT TRANSMITTAL

Batch summary listing of payment documents submitted by the facility to HHSS.

ELECTRONIC DATA: Backup daily and/or monthly; retain permanently.

SECURITY COPY: Dispose of after superseded.

150-1-3-4-2-7 HHSS EXTRACT FROM NAS CONTROL TOTALS

Monthly computer report shows all expenditures by division (except payroll) which are extracted from Department of Administrative Service's tapes.

Dispose of after 1 year.

150-1-3-4-2-8 HHSS EXTRACT FROM PAYROLL CONTROL TOTALS

Monthly computer report lists the dollar amount of payroll expenditures by division extracted from Department of Administrative Services payroll tapes.

Dispose of after 1 year.

150-1-3-4-2-9 EMERGENCY CASH FUND RECONCILIATION

Monthly reconciliation of Emergency Fund warrants and Bank Account.

Dispose of after 2 years, provided audit has been completed.¹

150-1-3-4-2-10 ERROR CORRECTION FORM

Computer input form used to enter information into the computer which was inadvertently edited out of the change register.

Dispose of after 3 years, provided audit has been completed.¹

150-1-3-4-2-11 EXPENSE TRANSACTION REPORT

Monthly computer report provides a detailed list of expenditures by vendor for each service area.

ORIGINAL RECORD: Dispose of after 2 years, provided audits by the State, BC/BS, Medicare and Medicaid have been completed.¹

ELECTRONIC DATA: Backup daily and/or monthly; retain permanently.

SECURITY COPY: Dispose of after superseded.

150-1-3-4-2-12 GROUP BENEFIT REPORTING

Monthly computer report lists a summary per diem rate for the type of care involved (adult psychological care, mental retardation program, etc.)

ORIGINAL RECORD: Dispose of after 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

ELECTRONIC DATA: Backup daily and/or monthly; retain permanently.

SECURITY COPY: Dispose of after superseded.

150-1-3-4-2-13 INSTITUTION CASH RECONCILIATION

Monthly report reconciling cash receipts with NAS records.

ORIGINAL RECORD: Dispose of after 2 years, provided audit has been completed.¹

ELECTRONIC DATA: Backup daily and/or monthly; retain permanently.

SECURITY COPY: Dispose of after superseded.

150-1-3-4-2-14 JOURNAL ENTRIES

Computer input form used to change incorrect information in the computer system.

Dispose of after 3 years, provided audit has been completed.¹

150-1-3-4-2-15 LEDGER AND WORKSHEETS

Worksheets used to balance different accounts.

Dispose of after 3 years, provided audit has been completed.¹

150-1-3-4-2-16 MATERIAL AND SUPPLIES REQUISITION

Computer input form which shows the amount of supplies allocated to a ward from the general inventory.

Dispose of after 3 years, provided audit has been completed.¹

150-1-3-4-2-17 MATERIAL AND SUPPLY SUMMARY

Monthly storeroom material and supply inventory form and request for inventory adjustment for overages and shortages.

Dispose of after 1 year, following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

150-1-3-4-2-18 PATIENT CANTEEN PURCHASE AUTHORIZATION

Written authorization, including ledger, for food purchased at canteen by patient.

Dispose of after 2 years, provided audit has been completed.¹

150-1-3-4-2-19 PROGRAM UNITS REPORT

Form used to input the number of days each patient spent in a ward into the computer system.

Dispose of after 1 year.

150-1-3-4-2-20 PROJECT REPORTING

Monthly computer report lists month-to-date and year-to-date expenditures for costs that cannot be included in patient per diem rate.

ORIGINAL RECORD: Dispose of after 2 years, provided audits by the State; BC/BS, Medicare and Medicaid have been completed.¹

ELECTRONIC DATA: Backup daily and/or monthly; retain permanently.

MONTHLY REPORTS: Dispose of 2 years after the 12th accounting period reports, provided audit has been completed.¹

SECURITY COPY: Dispose of after superseded.

150-1-3-4-2-21 REPORT OF INSTITUTIONS PAYROLL

Bi-monthly computer report provides a detailed breakdown of the payroll voucher by subprogram and individual and is used as a budgeting and accounting tool.

Dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

150-1-3-4-2-22 REQUEST FOR SUPPLIES

Internal facility form used to requisition supplies from facility supply center.

Dispose of after 1 year.

150-1-3-4-2-23 RESPONSIBILITY REPORTING

Monthly computer report lists actual monthly and year-to-date expenditures and variances from planned expenditures that are included in the patient per diem rate.

Dispose of after 2 years, provided audits by the State, BC/BS, Medicare, and Medicaid, have been completed.¹

150-1-3-4-2-24 RESPONSIBILITY REPORTING - STATISTICAL

Monthly computer report lists cost per service unit for each service area (cost per meal, cost per pound of laundry cleaned, etc.).

Dispose of after 2 years, provided audits by the State, BC/BS, Medicare, and Medicaid, have been completed.¹

150-1-3-4-2-25 SAVINGS INSTITUTION RECORDS

File for maintaining facility copy of agreement/contract for accounts in savings institutions.

Dispose of 5 years after termination of contract/agreement.

150-1-3-4-2-26 SERVICE RENDERED REPORT

Form used to input such service information as the number of meals served, pounds of clothes laundered, number of X-Rays taken, etc.

Dispose of after 3 years, provided Medicaid/Medicare audit has been completed.¹

150-1-3-4-2-27 SUMMARY OF POSITIONS: BUDGETED AND USED

Report of YTD totals, by position, of regular hours, overtime hours, total hours, and dollars paid. Report is broken down by section, program, and sub-program.

MONTHLY REPORT: Dispose of after 3 years, provided audit has been completed.¹

YEAR END REPORT: Dispose of after 5 years, provided audit has been completed.¹

150-1-3-4-2-28 TIMESHEETS AND INPUT RECORDS FOR PATIENT PAYROLL SYSTEMS

All information used in recording patient's work time and pay determinations.

Dispose of after 3 years, provided audit has been completed.¹

150-1-3-4-3 FINANCIAL RESPONSIBILITY

150-1-3-4-3-1 AGING OF GUARANTOR RECEIVABLES

Monthly computer report lists individuals by facility, balances due, how long the balance has been due and also gives the date of the last payment made.

ORIGINAL RECORD: Dispose of after 2 years, provided audit has been completed.¹

SECURITY MICROFICHE: Transfer to State Records Center, dispose of after 10 years.

MICROFICHE WORK COPY: Dispose of 10 years after roll creation date.

150-1-3-4-3-2 ANCILLARY SERVICES PROVIDED

Monthly listing of patients who are receiving ancillary services. Report gives a description of the service, number of unit and a dollar amount.

ORIGINAL RECORD: Dispose of after 2 years, provided audit has been completed.¹

SECURITY MICROFICHE: Transfer to the State Records Center; dispose of after 10 years.

MICROFICHE WORK COPY: Dispose of 10 years after roll creation date.

150-1-3-4-3-3 ANCILLARY UNITS PROVIDED

Monthly summary of number of ancillary units provided by the facility.

ORIGINAL RECORD: Dispose of after 2 years, provided audit has been completed.¹

SECURITY MICROFICHE: Transfer to the State Records Center; dispose of after 10 years.

MICROFICHE WORK COPY: Dispose of 10 years after roll creation.

150-1-3-4-3-4 BALANCE SHEET

Used to balance maintenance and trust accounts daily.

Dispose of 5 years after death or discharge of patient, provided audit has been completed.¹

150-1-3-4-3-5 BILLING CONTROL POSTING SUMMARY

Monthly summary of charges, adjustments and receipts by facility for state, county, patient and guarantor.

ORIGINAL RECORD: Dispose of after 2 years, provided audit has been completed.¹

SECURITY MICROFICHE: Transfer to the State Records Center; dispose of after 10 years.

MICROFICHE WORK COPY: Dispose of 10 years after roll creation.

150-1-3-4-3-6 CENSUS REPORT

Monthly computer report lists total inpatient days by patient for each ward.

ORIGINAL RECORD: Dispose of after 2 years, provided audit has been completed.¹

SECURITY MICROFICHE: Transfer to the State Records Center; dispose of after 10 years.

MICROFICHE WORK COPY: Dispose of 10 years after roll creation.

150-1-3-4-3-7 CENTRAL OFFICE PATIENTS HAVING REPORTED CHARGES

Monthly listing of patients whose accounts are being handled by the Central office for collection but are currently incurring charges at a facility for outpatient or inpatient care.

ORIGINAL RECORD: Dispose of after 2 years, provided audit has been completed.¹

SECURITY MICROFICHE: Transfer to the State Records Center; retain permanently.

MICROFICHE WORK COPY: Dispose of after 10 years after roll creation.

150-1-3-4-3-8 COUNTY BILLING

Monthly statement to each county for amounts owed to each facility for patients having legal residence in their county or for whom they are legally responsible for because of the type of admission.

ORIGINAL RECORD: Dispose of after 2 years, provided audit has been completed.¹

SECURITY MICROFICHE: Transfer to the State Records Center; dispose of after 10 years.

MICROFICHE WORK COPY: Dispose of 10 years after roll creation.

150-1-3-4-3-9 COUNTY BILLING POSTING SUMMARY

Monthly summary of beginning balances, charges, adjustments, payments and ending balances for the counties by facility.

ORIGINAL RECORD: Dispose of after 2 years, provided audit has been completed.¹

SECURITY MICROFICHE: Transfer to the State Records Center; dispose of after 10 years.

MICROFICHE WORK COPY: Dispose of after 10 years after roll creation.

150-1-3-4-3-10 FINAL BILLING CONTROL

Monthly report containing information on each patient such as: date and type of admission, county of financial responsibility, billing type, address, determination amount, balance forward, current charges, payments, adjustments and month end balance.

ORIGINAL RECORD: Dispose of after 2 years, provided audit has been completed.¹

SECURITY MICROFICHE: Transfer to the State Records Center; dispose of after 10 years.

MICROFICHE WORK COPY: Dispose of after 10 years after roll creation.

150-1-3-4-3-11 FINANCIAL RESPONSIBILITY QUESTIONNAIRE

Confidential form used to determine the patient's ability to pay based upon his/her assets and liabilities.

ORIGINAL RECORD: Dispose of after 5 years.

SECURITY MICROFILM: Transfer to the State Center; dispose of after 10 years.

MICROFILM WORK COPY: Dispose of after 10 years after roll creation.

150-1-3-4-3-12 INDIVIDUAL MEMBER'S FINANCIAL FILE

Stores all relevant financial data, requests for pensions, financial updates, and maintenance changes.

Dispose of after 10 years.

150-1-3-4-3-13 IPB COMPUTER INPUT FORMS

IPB (In-Patient Billing) Computer input forms are used to transfer information from source documents into the computer system. Also is used to change or delete information. Input forms include "Status Form," "Reversal/Correction Form," and "Patient Master Form."

Dispose of after 5 years, provided audit has been completed.¹

150-1-3-4-3-14 JOURNAL VOUCHER

Used to record adjustments to maintenance and trust accounts.

Dispose of after 5 years, provided audit has been completed.¹

150-1-3-4-3-15 MAINTENANCE RECEIPTS

Receipts issued for payment received from private, Medicare, Medicaid, Insurance, or county providers.

Dispose of after 5 years, provided audit has been completed.¹

150-1-3-4-3-16 MEMBERS TRUST FUND REPORT

Monthly reconciliation of member trust fund bank account, investments, and outstanding checks.

ORIGINAL RECORD: Dispose of after 3 years, provided audit has been completed.¹

ELECTRONIC DATA: Backup daily; retain permanently.

SECURITY COPY: Dispose of after superseded.

150-1-3-4-3-17 NEGATIVE BILLING CONTROL BALANCES

Monthly listing of patients who presently have a negative balance on their account for state, county, patient and/or guarantors because of an overpayment.

ORIGINAL RECORD: Dispose of after 2 years, provided audit has been completed.¹

SECURITY MICROFICHE: Transfer to the State Records Center; dispose of after 10 years.

MICROFICHE WORK COPY: Dispose of after 10 years after roll creation.

150-1-3-4-3-18 PATIENT CENSUS ERRORS

Monthly listing of census data rejected from the patient billing system because of duplicate entry or invalid ID number.

ORIGINAL RECORD: Dispose of after 2 years, provided audit has been completed.¹

SECURITY MICROFICHE: Transfer to the State Records Center; dispose of after 10 years.

MICROFICHE WORK COPY: Dispose of after 10 years after roll creation.

150-1-3-4-3-19 PATIENT DAYS SUMMARY

Monthly computer report lists different types of care provided by the number of patient days in each ward.

ORIGINAL RECORD: Dispose of after 2 years, provided audit has been completed.¹

SECURITY MICROFICHE: Transfer to the State Records Center; dispose of after 10 years.

MICROFICHE WORK COPY: Dispose of after 10 years after roll creation.

150-1-3-4-3-20 PRELIMINARY BILLING CORRECTION CHANGE REGISTER

Listing of changes made to a patient's billing or status between the preliminary billing and final billing being run.

ORIGINAL RECORD: Dispose of after 2 years, provided audit has been completed.¹

SECURITY MICROFICHE: Transfer to the State Records Center; dispose of after 10 years.

MICROFICHE WORK COPY: Dispose of after 10 years after roll creation.

150-1-3-4-3-21 RESIDENTS' TRUST FUND CHECKS

Canceled checks from members trust fund bank account.

Dispose of after 5 years, provided audit has been completed.¹

150-1-3-4-3-22 SUMMARY OF ADJUSTMENTS

Monthly listing of all adjustments made to the state, county, and part-private billings.

ORIGINAL RECORD: Dispose of after 2 years, provided audit has been completed.¹

SECURITY MICROFICHE: Transfer to the State Records Center; dispose of after 10 years.

MICROFICHE WORK COPY: Dispose of after 10 years after roll creation.

150-1-3-4-3-23 SUMMARY OF RECEIPTS

Monthly summary of all types and amounts of receipts.

ORIGINAL RECORD: Dispose of after 2 years, provided audit has been completed.¹

SECURITY MICROFICHE: Transfer to the State Records Center; dispose of after 10 years.

MICROFICHE WORK COPY: Dispose of after 10 years after roll creation.

150-1-3-4-3-24 SUMMARY OF THIRD PARTY BENEFITS

Monthly summary of charges billed to third party payers, i.e., Medicare A, Medicare B, and private insurance.

ORIGINAL RECORD: Dispose of after 2 years, provided audit has been completed.¹

SECURITY MICROFICHE: Transfer to the State Records Center; dispose of after 10 years.

MICROFICHE WORK COPY: Dispose of after 10 years after roll creation.

150-1-3-4-3-25 TAX RETURN

Individual's copy of the federal or state tax return. Is used in determining financial responsibility.

ORIGINAL RECORD: Microfilm and destroy after 5 years.

SECURITY MICROFILM: Transfer to the State Records Center; dispose of after 10 years.

MICROFILM WORK COPY: Dispose of after 10 years after roll creation.

150-1-3-4-3-26 TRUST FUND RECORDS

Computerized information regarding trust funds for individual patients. Reports include: Monthly Activity Trust Fund Report, Quarterly Interest Report, and Annual Activity Report.

PAPER MONTHLY REPORT: Dispose of after receipt of Quarterly Interest Report.

PAPER QUARTERLY REPORT: Dispose of after receipt of Annual Activity Report.

PAPER ANNUAL REPORT: Dispose of after 2 years, provided audit has been completed.¹

SECURITY MICROFICHE: Transfer to the State Records Center; dispose of after 10 years.

MICROFICHE WORK COPY: Dispose of after 10 years after roll creation.

150-1-3-4-4 PATIENT RECORDS/FACILITY MEDICAL RECORDS

150-1-3-4-4-1 ADMISSION CONTACT FORMS/PRE-ADMISSION NOTES

Information regarding potential admissions to a facility.

PATIENT ADMITTED: File in Patient Master Medical File.

PATIENT NOT ADMITTED: Dispose of after 2 years.

150-1-3-4-4-2 ADMISSION LEDGER/NUMBER INDEX

Confidential ledger is used for assigning case numbers to residents. May include patient name, county of residence, case number, date admitted, date discharged, and death/discharge code.

ORIGINAL RECORD: Retain permanently, OR microfilm and dispose of after 10 years.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

150-1-3-4-4-3 OUTPATIENT APPOINTMENT BOOK

Listing of patients and scheduled consultations.

Dispose of after 2 years or when updated or superseded, whichever is later.

150-1-3-4-4-4 CEMETERY LOGS

Listing of all persons buried in a HHSS cemetery or plots owned by a HHSS facility.

ORIGINAL RECORD: Microfilm for security; retain permanently.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

150-1-3-4-4-5 DEATH/DISCHARGE REGISTER

Listing of all who died in or were discharged from the facility. This may be combined or separate registers.

Transfer to the State Archives; retain permanently.

150-1-3-4-4-6 GUARDIANSHIP/CONSERVATORSHIP FILE

Documents relating to guardianship proceedings, including copy of orders for guardianship and letters of guardianship. Also includes financial and personal contact information.

Transfer to Patient Master Medical File after patient's discharge or death.

150-1-3-4-4-7 MASTER PATIENT INDEX

Patient index of all patients admitted to the facility with basic demographic information about the patient and information regarding their length of stay and admission and discharge dates.

Retain permanently.

150-1-3-4-4-8 PATIENT MASTER MEDICAL FILE

The Patient Master Medical File is a written report of the patient's complaints, the diagnostic findings, treatment and end results that, in total, form a clinical picture and when completed, contains sufficient information to clearly identify the patient, to justify the diagnosed and treatment and to record results.

PATIENT MASTER MEDICAL RECORD: Microfilm for security; dispose of 5 years after verification of death or discharge.

SECURITY MICROFILM: Transfer to security storage; dispose of after all patients on the roll have been discharged or deceased for 99 years.

MICROFILM WORK COPY: Dispose of after all patients on the roll have been discharged or deceased for 99 years.

150-1-3-4-4-9 PATIENT RELATED STATISTICS

All daily, monthly, quarterly, semi-annual, and annual statistics and reports used to monitor patient movement, budgeting, staffing, etc.

DAILY: Dispose of after 2 years.

MONTHLY/QUARTERLY/SEMI-ANNUAL: Dispose of after 5 years.

ANNUAL: Retain permanently.

150-1-3-4-4-10 NON-PATIENT CORRESPONDENCE

Requests for information on clients that were never admitted or treated at our facilities.

Dispose of after 2 years.

150-1-3-4-4-11 PHOTOGRAPHS, PATIENT IDENTIFICATION

Photographs used for identification in treatment.

Dispose of after death or discharge of patient.

150-1-3-4-4-12 REFERRAL FOLLOW-UP LOG (OBSOLETE 2002)

Responses to patient referrals when a patient is referred to another health care facility.

Dispose of after 10 years.

150-1-3-4-4-13 ACCOUNTING OF DISCLOSURES

Record of information released about facility patients.

Dispose of after 6 years.

150-1-3-4-4-14 RESTRAINT AND SECLUSION LOGS

Information on all restraint and seclusion procedures utilized during a given day.

Dispose of after 2 years.

150-1-3-4-4-15 SOCIAL SECURITY NUMBER INDEX

Index by social security number of all patients admitted to the facility.

Retain permanently.

150-1-3-4-4-16 UTILIZATION REVIEW

Includes all admission and continued stay reviews, Medicaid reviews, Medicare reviews, and private insurance reviews completed on patients during their stay. Also includes Utilization Review Committee reviews, physician reviews, discharge planning reviews, and related correspondence.

Dispose of after 5 years.

150-1-3-4-4-17 WAITING LIST

Waiting list for admission.

Dispose of after superseded.

150-1-3-4-4-18 DELINQUENT OR INCOMPLETE RECORDS

Each facility generates a listing of delinquent records each week.

Dispose of after 1 year.

150-1-3-4-5 PERFORMANCE IMPROVEMENT

150-1-3-4-5-1 ACTIVE TREATMENT AUDITS

Management system which documents compliance with provisions of action treatment as required by Title XIX.

ORIGINAL AUDIT SHEETS: Dispose of after 2 years.

QUARTERLY/ANNUAL PRINTOUTS: Dispose of after 5 years.

ELECTRONIC DATA: Backup daily and/or monthly; retain permanently.

SECURITY COPY: Dispose of after superseded.

150-1-3-4-5-2 CONSUMER ADVOCACY TEAM (CAT) RECORDS

Reports from consumers and responses by facilities regarding service conditions.

Dispose of after 5 years.

150-1-3-4-5-3 ENVIRONMENTAL AUDITS

Management system to evaluate/ensure the adequate provision of a safe and sanitary environment.

Dispose of after 5 years.

150-1-3-4-5-4 HHSS INSPECTION RECORD

Contains copies of completed staffing and patient information forms, deficiency lists and corrections taken.

Dispose of after 3 years.

150-1-3-4-5-5 INTERNAL PI REPORTS

Scheduled periodic compilations, tables, graphs that comprise regular internal reports to a PI committee, facility administrators and HHSS.

ORIGINAL RECORD: Dispose of after 3 years or when superseded or obsolete.

ELECTRONIC DATA: Backup daily and/or monthly; retain permanently.

SECURITY COPY: Dispose of after superseded.

150-1-3-4-5-6 LATE ANNUAL EVALUATION REPORTS

Reports which track submission of annual evaluations according to assigned due dates.

ORIGINAL RECORD: Dispose of after 3 years.

ELECTRONIC DATA: Backup daily and/or monthly; dispose of after 5 years.

SECURITY COPY: Dispose of after superseded.

150-1-3-4-5-7 LATE IMPLEMENTATION OF OBJECTIVES

Tracks late implementation of objectives, person responsible and actions taken.

ORIGINAL RECORD: Dispose of after 3 years.

ELECTRONIC DATA: Backup daily and/or monthly; retain permanently.

SECURITY COPY: Dispose of after superseded.

150-1-3-4-5-8 NEED LEVEL REPORT, PATIENT

Selected demographics listed by living unit and utilized by management to evaluate staffing and other resource allocations.

ORIGINAL RECORD: Dispose of after 5 years.

ELECTRONIC DATA: Backup daily and/or monthly; retain permanently.

SECURITY COPY: Dispose of after superseded.

150-1-3-4-5-9 PI DATA COLLECTION FORMS

PI data collection instruments or data entry documents.

ORIGINAL RECORD: Dispose of after entered or aggregated information is verified.

ELECTRONIC DATA: Backup daily and/or monthly; retain permanently.

SECURITY COPY: Dispose of after superseded.

150-1-3-4-5-10 PERFORMANCE IMPROVEMENT ASPECTS OF CARE

Criterion based performance indicators used to monitor the quality and effectiveness of services and care provided to patients.

ORIGINAL RECORD: Dispose of after 5 years.

ELECTRONIC DATA: Backup daily and/or monthly; retain permanently.

SECURITY COPY: Dispose of after superseded.

**150-1-3-4-5-11 QUARTERLY AND/OR ANNUAL FACILITY PI PLANS
AND REPORTS**

Plans, reports and attachments.

ORIGINAL RECORD: Dispose of after 4 years.

ELECTRONIC DATA: Backup daily and/or monthly; retain permanently.

SECURITY COPY: Dispose of after superseded.

150-1-3-4-6 BIOFEEDBACK

150-1-3-4-6-1 BIOFEEDBACK PROGRESS GRAPH

Paper on which patient's progress is recorded.

Dispose of after 5 years.

150-1-3-4-6-2 BIOFEEDBACK PROGRESS NOTES

Paper on which patient's progress is recorded.

ORIGINAL RECORD: Transfer to Patient Master Medical File.

OTHER COPY: Dispose of after 2 years.

150-1-3-4-6-3 BIOFEEDBACK REQUISITION, COPY

Copy of physician's written order for biofeedback for particular patient.

Dispose of after 2 years.

150-1-3-4-7 DENTAL

150-1-3-4-7-1 DENTAL APPOINTMENT BOOK

Daily schedule of patients' dental appointments.

Dispose of after 1 year.

150-1-3-4-7-2 DENTAL RECORD

Includes patient's name, location, date of service, type of service, health history, etc.

ORIGINAL RECORD: Transfer to Patient Master Medical File.

150-1-3-4-7-3 ENVIRONMENTAL CONTROL TEST REPORTS

Weekly report of culture of sterilizer.

Dispose of after 4 years.

150-1-3-4-7-4 EXPOSURE REPORTS, RADIATION

Monthly report listing names of employees taking x-rays and their amounts of exposure.
Dispose of after 99 years.

150-1-3-4-7-5 X-RAY FILMS, DENTAL

Radiographic picture of particular anatomical part of the patient's mouth.
Dispose of after verification of death of patient or after 99 years.

150-1-3-4-8 EEG

150-1-3-4-8-1 EEG REPORT

Copy of written report of physician's interpretation of EEG. May include the requisition for the EEG.

ORIGINAL RECORD: Transfer to Patient Master Medical File and destroy 10 years after verification of death.

OTHER COPIES: Dispose of after 10 years.

150-1-3-4-8-2 EEG TRACING

Paper on which EEG tracing is recorded.
Dispose of after 10 years.

150-1-3-4-9 EKG

150-1-3-4-9-1 EKG REPORT

Copy of written report of physician's interpretation of EKG. May include the requisition for the EKG.

ORIGINAL RECORD: Transfer to Patient Master Medical File.

OTHER COPIES: Dispose of after 2 years.

150-1-3-4-9-2 EKG TRACING

Paper on which EKG tracing is recorded.
Transfer to the Patient Master Medical File and dispose of 10 years after verification of death.

150-1-3-4-10 LABORATORY RECORDS

150-1-3-4-10-1 DAILY LOG

Daily list of specific lab tests requested, specimens sent, name of person receiving test and location (ward, bed, etc.), physician ordering test, where test sent, conditions of specimen, etc.

Dispose of after 1 year.

150-1-3-4-10-2 LABORATORY REPORTS, COPY

Printed lab test results.

Dispose of after 2 years.

150-1-3-4-10-3 LABORATORY REQUISITIONS, COPY

Copy of form requesting specific tests on a particular patient. Original is kept at contracting laboratory.

Dispose of after 2 months.

150-1-3-4-10-4 POLICY AND PROCEDURE MANUALS

Dispose of after 7 years, subject to review by the State Archivist for possible accession.

150-1-3-4-11 CENTRAL SERVICE

150-1-3-4-11-1 NURSING SUPPLY REQUESTS, WEEKLY

Medical supply requisition forms.

Dispose of after 3 months.

150-1-3-4-12 PHARMACY

150-1-3-4-12-1 CONTROLLED SUBSTANCE RECEIPTS AND DISPOSITIONS

Includes invoices, record of disposition, DEA order sheet, sign-out sheets, prescription file, patient profile, medication destruction record, computerized dispensing record.

Dispose of after 7 years.

150-1-3-4-12-2 DRUG THERAPY RECOMMENDATIONS

Recommendations made to the physician by the pharmacist concerning drug therapy questions.

Dispose of after 7 years.

150-1-3-4-12-3 PATIENT PROFILE

Record of medications dispensed by patient's name.

Dispose of after 7 years

150-1-3-4-12-4 PRESCRIPTIONS

Hard copy prescription for doctor orders. Filed according to class of narcotic or non-scheduled drug.

Dispose of after 7 years.

150-1-3-4-13 RADIOLOGY RECORDS

150-1-3-4-13-1 CARD FILE

One card per person with name, film number.

ALL DISCHARGED PATIENTS (EXCEPT MINORS): Dispose of 10 years after discharge.

DECEASED PATIENTS (EXCEPT MINORS): Dispose of 10 years after verification of death.

MINOR PATIENTS: Dispose of 10 years after discharge or after patient has reached 24 years of age, whichever is later.

150-1-3-4-13-2 EXPOSURE REPORTS, RADIATION

Monthly written report listing each radiology technician's name and amount of exposure.
Dispose of after 99 years.

150-1-3-4-13-3 POLICY AND PROCEDURE MANUALS

Manuals setting out operational policies and procedures for facilities, divisions, or other functional areas.

Dispose of 5 years after policy/procedure is superseded; subject to review by the State Archivist for possible accession.

150-1-3-4-13-4 X-RAY FILMS (EXCEPT DENTAL)

Radiographic picture of a particular anatomical part of the body.

ALL DISCHARGED PATIENTS (EXCEPT MINORS): Dispose of 10 years after discharge.

DECEASED PATIENTS (EXCEPT MINORS): Dispose of 10 years after verification of death.

MINOR PATIENTS: Dispose of 10 years after discharge or after patient has reached 24 years of age, whichever is later.

EMPLOYEE X-RAYS: Dispose of 10 years after termination of employment.

150-1-3-4-13-5 X-RAY LOG/LEDGER

A daily list of people radio-graphed, how many exposures taken, what type of film was taken, film number, person's name and location by building, ward, bed, etc.

Dispose of after 1 year.

150-1-3-4-13-6 X-RAY REPORTS, COPY

Copies of written interpretation of radiologist's findings on x-ray, and/or the x-ray requisition.

Dispose of after 10 years.

150-1-3-4-14 DIETARY/FOOD SERVICE

150-1-3-4-14-1 COMMODITY FOOD RECORDS

Ordering forms and receiving reports for Commodity Foods.

Dispose of after 5 years.

150-1-3-4-14-2 FOOD COSTS REPORT

Breakdown of food costs.

Dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

150-1-3-4-14-3 FOOD PRODUCTION REPORT

Summary of census, meals, snacks, and beverages produced for patients, employees, satellite facilities, etc.

Dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.¹

150-1-3-4-14-4 MENUS SERVED

Record of actual menu served.

Dispose of after 90 days, or until State survey is complete.

150-1-3-4-14-5 TEMPERATURE CHARTS

Record of temperatures of freezers, dish machines, refrigerators, thaw rooms, coolers, etc.

Dispose of after 1 year, or until State survey is complete.

150-1-3-4-15 SCHOOL/APPROVED EDUCATIONAL PROGRAM

150-1-3-4-15-1 APPLICATION FOR APPROVAL

This document furnishes the rationale and example of effort toward maintaining a state approved educational program.

Dispose of after 10 years.

150-1-3-4-15-2 AVERAGE DAILY ATTENDANCE REPORTS

Summary of student's school attendance record.

Dispose of after 5 years.

150-1-3-4-15-3 CHAPTER I GRANT

Federal Education Grant awarded to programs serving disadvantaged students.

Dispose of 7 years after end of grant period, provided audit has been completed.¹

150-1-3-4-15-4 CLAIM FOR REIMBURSEMENT FOR CHILD NUTRITION PROGRAM

Form submitted to the Nebraska Department of Education seeking reimbursement for breakfast and lunch programs. This includes the "actual count" forms of how many students actually participated in the program on a daily basis.

Dispose of after 3 years, provided audit has been completed.¹

150-1-3-4-15-5 CLIENT EDUCATION/TRAINING RECORDS

Students' progress reports on goals and objectives of their individualized program.

Records include Individual Program Plan (IPP), Individualized Education Program (IEP), discipline reports, habilitation plans, data sheets, and progress reports.

TRAINING RECORDS: Dispose of 10 years after discharge of patient.

EDUCATION RECORDS: Microfilm and destroy originals 1 year after discharge of patient.

SECURITY MICROFILM: Transfer to the State Records Center; retain permanently.

MICROFILM WORK COPY: Retain permanently.

150-1-3-1-15-6 CONSENT FOR TESTING FORMS/PARENTAL CONSENT FORMS

Consent form signed by the parent or guardian granting school personnel permission to do testing necessary for appropriate educational placement.

Dispose of after patient reaches age of majority.

150-1-3-4-15-7 EDUCATIONAL SUMMARIES AND REPORTS

Brief summary of information received from outside sources concerning testing results and recommendations.

Dispose of after patient reaches age of majority.

150-1-3-4-15-8 GRANT FILES

All accounting records, correspondence, applications, grant award documents, final financial reports, performance records, or any other record which involve grant funds. Examples include: Chapter I Educational Grant, Perkins Grant, and Library Grant.

Dispose of 7 years after end of grant period, provided audit has been completed.¹

150-1-3-4-15-9 INDIVIDUAL EDUCATIONAL PLANS (IEP'S)

Individualized plan done on each student listing the goals and objectives set for that student for the school year.

Dispose of 1 year after the student's discharge.

150-1-3-4-15-10 MULTIDISCIPLINARY TEAM REPORTS (MDT'S)

This report verifies the patient's handicap and indicates psychological, educational staffing, and speech evaluation (if done) has been done on the individual to determine that the patient does have a handicap.

Retain until patient reaches 21 years of age.

150-1-3-4-15-11 NEBRASKA SCHOOL LUNCH AND MILK AGREEMENTS

Commodity Program, School Lunch, and milk agreements with the Department of Social Services.

Dispose of after 5 years.

150-1-3-4-15-12 RECEIVING REPORTS AND ISSUE NUMBER INVOICES

Document filed by Education Department for items received pertaining to the school lunch program.

Dispose of after 5 years, provided audit has been completed.¹

150-1-3-4-15-13 REQUEST FOR TRANSCRIPTS

Copies of requests for student's transcript from previously attended schools/educational programs.

Dispose of upon receipt of transcript, or after patient is discharged, whichever is later.

150-1-3-4-15-14 SCHOOL BILLINGS

Billings to public schools for providing educational services to those students whose established residence is within that school district but who receive educational services from the facility.

Dispose of after 3 years, provided audit has been completed.¹

150-1-3-4-15-15 SCHOOL PSYCHOLOGICAL REPORTS

Psychological testing from outside sources.

Retain Permanently.

**150-1-3-4-15-16 SPECIAL EDUCATION SERVICE AGENCY
APPLICATION, STATEMENT OF ASSURANCE**

Report sent to the Nebraska Department of Education that assures that all of the program guidelines are being met.

ORIGINAL RECORD: Dispose of after 10 years.

ELECTRONIC DATA: Backup daily and/or monthly; retain permanently.

SECURITY COPY: Dispose of after superseded.

**150-1-3-4-15-17 SPECIAL EDUCATION SERVICE AGENCY PERSONNEL
REPORT**

This document lists the personnel (both certified and supportive) who provide educational services to students under age 21.

Dispose of after 5 years.

**150-1-3-4-15-18 SPECIAL EDUCATION SERVICE AGENCY
REIMBURSABLE PAYMENT RECEIVED FROM SCHOOL
DISTRICT**

This document lists the public schools and programs that have contracted with the facility for specified student services.

Dispose of after 5 years, provided audit has been completed.¹

**150-1-3-4-15-19 SPECIAL EDUCATION SERVICE AGENCY
REIMBURSABLE PAYMENTS RECEIVED FROM
SCHOOL DISTRICT PER STUDENT PROGRAM RATE**

This document shows the amounts school districts pay for tuition or contracted educational services.

Dispose of after 3 years.

**150-1-3-4-15-20 SPECIAL EDUCATION SERVICE AGENCY REPORT OF
PROGRAM EXPENDITURES BASED ON ACTUAL
EXPENDITURES OF THE PREVIOUS YEAR**

This document indicates the amounts spent on specified areas to maintain the educational program.

Dispose of after 5 years.

**150-1-3-4-15-21 SPECIAL EDUCATION SERVICE AGENCY REPORT OF
PROGRAM EXPENDITURES BASED ON ACTUAL
EXPENDITURES OF THE PREVIOUS YEAR PER
STUDENT RATE**

This document shows actual expenditure of the previous year's educational program.

ORIGINAL RECORD: Dispose of after 3 years, provided audit has been completed.¹

ELECTRONIC DATA: Backup daily and/or monthly; retain permanently.

SECURITY COPY: Dispose of after superseded.

150-1-3-4-15-22 SPEECH AND LANGUAGE REPORTS

Testing results and reports used to determine the student's need for supplemental speech and language therapy.

Dispose of after the student's discharge.

150-1-3-4-15-23 STUDENT IMMUNIZATION RECORDS

Record of date and type of inoculations and health examinations for each student.
Retain until patient reaches 21 years of age.

150-1-3-4-15-24 STUDENT TRANSCRIPTS

Record of classes taken with grades and credits received. Attendance is included with the transcripts.

ORIGINAL RECORD: Retain permanently.

ELECTRONIC DATA: Backup daily and/or monthly; retain permanently.

SECURITY COPY: Dispose of after superseded.

150-1-3-4-15-25 TEACHER CERTIFICATES

The Nebraska certificate which assures that the holder is qualified to teach in an educational program within the areas specified on the certificate.

Dispose of after teacher is no longer employed by the facility or after superseded.

150-1-3-4-15-26 VERIFICATION AND REVERIFICATION REPORTS FOR SPECIAL EDUCATION SERVICES

Reports verifying the patient's need for special education services. The need for special education services must be re-verified periodically after the initial verification determination.

Dispose of 3 years after date of report.

150-1-3-4-16 MAINTENANCE

150-1-3-4-16-1 BIOLOGICAL EXAMINATION OF DRINKING WATER

Records of monthly and annual domestic water tests.

CHLOROFORM TEST RESULTS: Dispose of after 5 years.

HEAVY METAL TEST RESULTS: Dispose of after 10 years.

150-1-3-4-16-2 BOILER INSPECTION-REPAIR-MAINTENANCE LIST

Records of work done on boiler.

Dispose of after 5 years.

150-1-3-4-16-3 BOILER ROOM INSPECTION SHEET

Records inspection of equipment in the boiler room.

Dispose of after 5 years.

150-1-3-4-16-4 CARPETS FIRE CERTIFICATION

Class A fire-rated certificate required by the State Fire Marshall.

Dispose of after carpet is removed.

150-1-3-4-16-5 CHILLER OPERATIONS LOG

Records of inspection of chiller water and equipment and treatment of water.

Dispose of after 5 years.

150-1-3-4-16-6 CHILLER WATER INSPECTION SHEET

May indicate records of inspection of chiller water and equipment, and water tower.

Dispose of after 3 years.

150-1-3-4-16-7 DEPARTMENT OF ENVIRONMENTAL CONTROL RECORDS

May include emission control reports, emission testing, treatment plant reports, weed control reports, chlorine reports, Freon reports, asbestos reports, etc.

ASBESTOS RECORDS: Retain permanently

ALL OTHER RECORDS: Dispose of after 5 years.

150-1-3-4-16-8 DOMESTIC WATER FLOW CHARTS, LOGS, REPORTS

May include records of domestic water being pumped from wells, dates and times of operation and gallons pumped, and efficiency of each well.

Dispose of after 3 years.

150-1-3-4-16-9 ELECTRICAL INSPECTION APPLICATION

Wiring permit and follow-up inspection.

Dispose of 5 years after project is approved by electrical inspector(s).

150-1-3-4-16-10 ELEVATOR NEBRASKA TEST REPORT

Test of elevator systems and stability.

Dispose of after 4 years.

150-1-3-4-16-11 ELEVATOR PROJECT

Plans, blueprints, inspection reports, and service dates involved with elevator project.

Retain for life of facility.

150-1-3-4-16-12 EMERGENCY GENERATOR OPERATION LOG

Records times and dates of operation.

Dispose of after 3 years.

150-1-3-4-16-13 ENGINE ROOM INSPECTION

Records inspection of equipment in the engine room and on the facility grounds.

Dispose of after 3 years.

150-1-3-4-16-14 ENGINEERS WORK LOGS

Records of times and dates engineers were on duty and may include work performed.

Dispose of after 1 year.

150-1-3-4-16-15 MAINTENANCE MONTHLY REPORT

Report of cost of materials/hours for each building in the facility by trade.

Dispose of after 5 years, provided audit has been completed.¹

150-1-3-4-16-16 MAINTENANCE WORK ORDERS

Form used to request maintenance work, including inspection, construction and repair.

May include a description of the work to be done, the material description, and total cost to complete the work order.

Dispose of after 1 year.

150-1-3-4-16-17 PREVENTATIVE MAINTENANCE INPUT FORMS

Specifications of equipment and timetables for schedule maintenance used to enter into computer.

Dispose of after equipment is surplus or destroyed.

150-1-3-4-16-18 PREVENTATIVE MAINTENANCE PRINTOUT

Computer printout of every preventative maintenance work order that was completed during a given time period. Report includes total hours and total material cost by building and section.

Dispose of after 10 years, or no longer of reference value, whichever is later.

150-1-3-4-16-19 PREVENTATIVE MAINTENANCE WORK ORDERS

Preventative maintenance work request forms specifying time, place, and equipment to be serviced.

Dispose of after 1 year.

**150-1-3-4-16-20 SCHEDULED ASSIGNMENTS AND FLOOR AREAS
MANUAL**

May include record of when floor is refurnished
& carpet is cleaned, and products used.

Dispose of after 1 year or when superseded or obsolete.

150-1-3-4-16-21 SCHEDULES FOR EQUIPMENT MAINTENANCE

On-going maintenance schedule for equipment not covered by 309 preventive.

Dispose of after equipment is surplus or destroyed.

150-1-3-4-16-22 STEAM PLANT OPERATION RECORDS

Daily log recording how much steam is produced, number of pounds of water used, BTU's, etc. A report is sent to HHSS Engineering.

Dispose of after 5 years.

150-1-3-4-16-23 UTILITIES LEDGER

Record of utilities used daily or monthly. Utilities may include sewage, water, steam, electricity, etc.

Dispose of after 3 years.

**150-1-3-4-16-24 UTILITIES METER READINGS FOR OUTSIDE FACILITY
BUILDINGS**

May include records of meter readings for billing to other facilities.

Dispose of after 5 years, provided audit has been completed.¹

150-1-3-4-16-25 WATER TREATMENT CONSULTING REPORT

Records boiler water test and recommended treatment from outside consulting service.

Dispose of after 5 years.

150-1-3-4-17 PERSONNEL

150-1-3-4-17-1 AFFIRMATIVE ACTION QUARTERLY REPORT

Statistical data of equal opportunity/affirmative action material.

ORIGINAL RECORD: Dispose of 4 years after the end of the year covered by the report.

ELECTRONIC DATA: Backup daily and/or monthly; retain permanently.

SECURITY COPY: Dispose of superseded.

150-1-3-4-17-2 EMPLOYEE OF THE MONTH/QUARTER/YEAR FILE

File of nominations and awards of employee of the month/quarter/year.

Dispose of after 2 years.

**150-1-3-4-17-3 EMPLOYMENT APPLICATIONS AND OTHER
SUPPLEMENTAL MATERIAL**

May include application, structured interview questions, supplemental questionnaires, screening or scoring devices, and any other material used in the hiring process.

HIRED EMPLOYEE APPLICATIONS: Transfer to Employment History File.

ALL OTHER APPLICATIONS AND MATERIAL: Dispose of 4 years after position is filled.

150-1-3-4-17-4 INTERNAL COMPLAINTS

A written document outlining an employee lodged complaint on non-grievable issues requiring facility investigation and action.

Dispose of after 2 years.

150-1-3-4-17-5 JOB DESCRIPTION FORM

Personnel job description form used to compare job positions for reclassification.

Dispose of after superseded.

150-1-3-4-17-6 MEDICAL REPORTS, EMPLOYEE

Record of any medical information on employees.

Dispose of 10 years after termination of employment.

**150-1-3-4-17-7 NEIS QUARTERLY AGENCY TURNOVER REPORT
(OBSOLETE WITH IMPLEMENTATION OF NIS)**

Report required by State Personnel and provides agency employee turnover information, i.e., number of voluntary and involuntary terminations by facility and total number of employees, exempt and non-exempt by facility.

ORIGINAL RECORD: Dispose of after 2 years.

ELECTRONIC DATA: Backup daily and/or monthly; retain permanently.

SECURITY COPY: Dispose of after superseded.

150-1-3-4-17-8 NEW CONTRIBUTING MEMBERS

Form prepared in conjunction with the completion of the Nebraska State Employees Retirement System enrollment card, to report employees who are enrolling in the retirement plan during the same month.

Dispose of after 3 years.

150-1-3-4-17-9 PERFORMANCE EVALUATIONS

Performance evaluations done on employees.

Retain in the Personnel file unless directed otherwise by Labor Contract or HHS Rules and Regulations.

150-1-3-4-17-10 PERSONNEL DIARY NOTES

Contains pertinent information involving grievances, investigations, disputed issues, disciplinary action, abuse and neglect and other personnel related investigative and result notes.

Dispose of 4 years after investigation is closed.

150-1-3-4-17-11 POSITION VACANCY/INTERVIEW FILES

Records containing a brief description of position being filled, date interviewed, recruitment effort if applicable, interview of questions and answers, and applicant application.

Dispose of 4 years after position is filled.

150-1-3-4-17-12 VACATION POSTING SCHEDULES (NAPE/AFSCME CONTRACT)

A completed list posted on April 15 of each year identifying each bargaining unit employee's vacation schedule for the year.

Dispose of after 5 years or when superseded, whichever is later.

150-1-3-4-18 TRANSPORTATION

150-1-3-4-18-1 VEHICLE MAINTENANCE RECORDS

Records of work performed on facility-owned vehicles.

Dispose of when vehicle is surplus or no longer in service.

150-1-3-4-19 RISK MANAGEMENT

150-1-3-4-19-1 DISASTER DRILLS

Records of disaster drills held in the facility. May include scenario of the drill, evaluation, and summary.

Dispose of after 5 years.

150-1-3-4-19-2 EMPLOYEE INJURY IN HOUSE SUMMARY

Monthly summary of injuries of staff so that the cost of employee injuries can be attributed to the department where the employee works.

Dispose of after 10 years.

150-1-3-4-19-3 EMPLOYEE INJURY REPORT COPY

Report from OPC of what or how accident or injury occurred and recommended treatment.

Dispose of after 10 years.

150-1-3-4-19-4 FIRE ALARM AND SPRINKLER TEST INSPECTIONS

Verification that the systems have been inspected to confirm working order.

Dispose of after 5 years.

150-1-3-4-19-5 FIRE DRILL REPORTS

Record of fire drills held in the facility. May include where drill was held, who was in charge of the building, weather conditions, any injuries, and any malfunctions of the system.

Dispose of after 5 years.

150-1-3-4-19-6 FIRE EXTINGUISHER LOCATION AND SERVICING DATES

Location of fire extinguisher and dates extinguisher is serviced.

Dispose of after fire extinguisher no longer exists.

150-1-3-4-19-7 FIRE MARSHAL INSPECTION RECORD

Contains standards, requirements, deficiency lists, and plans for correction.

Dispose of after 5 years.

150-1-3-4-19-8 HAZARD OR RECALL NOTIFICATION LOG

Log indicating products and equipment recalled for total replacement or part(s) replacement. Log indicates if facility does or does not have the item, who was notified, and outcome.

Dispose of after 3 years.

150-1-3-4-19-9 IN HOUSE BUILDING AND SAFETY INSPECTIONS

Record of building safety. May include electrical inspection records, condition of stairways, clutter such as boxes blocking doorways, and work orders to correct discrepancies.

Dispose of after 5 years.

150-1-3-4-19-10 INCIDENT/ACCIDENT FILES, EMPLOYEE

Records of employee accidents/incidents that did not result in injury but may have damaged material goods, i.e., torn shirt, broken glasses.

Dispose of 10 years after termination of employment.

150-1-3-4-19-11 INCIDENT/ACCIDENT REPORTS, PATIENT

Information on any accident/incident that a patient is involved in while admitted in a HHSS facility.

ADULT PATIENT'S: Dispose of 6 years after Patient's discharge or death.

MINOR PATIENT'S: Dispose of 6 years after Patient reaches age of majority, discharge or death, whichever is sooner.

150-1-3-4-19-12 INCIDENT SUMMARIES, MONTHLY

Summaries of incidents reported for the month.

ORIGINAL RECORD: Dispose of after 3 years.

ELECTRONIC DATA: Backup daily and/or monthly; retain permanently.

SECURITY COPY: Dispose of after superseded.

150-1-3-4-19-13 MATERIAL SAFETY DATA SHEETS (MSDS)

Material safety data sheets originate with the chemical companies that provide various chemicals or products that facilities use in various departments. MSDSs report the harmful substances contained in the products used and what steps are necessary if a person comes into contact with the substance.

Dispose of 30 years after chemical is no longer used at the facility.

150-1-3-4-19-14 SAFETY/SECURITY HAZARD REPORTS

Reports submitted by facility employees who find safety/security problems. May include recommendations.

Dispose of after 2 years.

150-1-3-4-19-15 SECURITY GUARD REPORTS

Written reports of ground conditions, security inspections, incidents, unsecured doors, safety hazards, etc.

Dispose of after 1 year.

150-1-3-4-20 STAFF DEVELOPMENT/INSERVICE

150-1-3-4-20-1 ALL - FACILITY NEW HIRES ORIENTATION

A copy of each new hire's dated and signed competency checklist and orientation packet (if given) and Mini-orientation sheet with staff's signature on policy review (Norfolk). The checklist includes method of instruction, i.e., videotape presentation, reading, policy/discussion, demonstration, and scores if tests are done.

Dispose of 10 years after termination of employment.

**150-1-3-4-20-2 CARE STAFF MEMBER OR PSYCHIATRIC TECHNICIAN
II TRAINING - INITIAL AND UPDATES**

A copy of the dated and signed competency checklists, grades, and completion date and renewal date.

Dispose of 10 years after completion of course.

**150-1-3-4-20-3 CONTINUING EDUCATION CREDITS FOR
PROFESSIONS**

An accounting for each professional who must be licensed/certified of their CEU's by date, topic, presenter, credits given, objectives, methods, evaluation used, attendance list, and summary of evaluation results.

Dispose of 10 years after offering.

150-1-3-4-20-4 INSERVICE/CONTINUING EDUCATION, MANDATORY

A copy of the date, number of hours, title of programs, instructor, method of instruction, summary, and proof of competence level (if judged). Examples include Affirmative Action, Safety, Infection Control, Hazardous Materials, and Management Training.

Dispose of 10 years after termination of employment.

**150-1-3-4-20-5 INSERVICE/CONTINUING EDUCATION,
NON-MANDATORY**

A copy of the date, number of hours, title of programs, instructor, method of instruction, summary, and proof of competence level (if judged). Includes Nursing Issues, Mental Health Specialist, and individual departments' in-services.

Dispose of 10 years after termination of employment.

150-1-3-4-20-6 ORIENTATION AND INSERVICE CURRICULUMS

A copy of the learning objectives and goals, summary competency standards, and training material including handouts, readings, videotapes, etc. This should include range of dates the curriculums were used.

Dispose of 10 years after curriculum termination or change.

150-1-3-4-20-7 SPECIFIC NEW HIRE ORIENTATION

A copy of the dated and signed competency checklist for most new hire service, department, unit, or clinical/support area orientation.

Dispose of 10 years after termination of employment.

150-1-3-4-20-8 NURSING STUDENT CLINICAL CONFIDENTIALITY STATEMENTS

Nursing student signatures for receiving and understanding the maintenance of patient confidentiality during their clinical experience.

Dispose of 2 years after termination of clinical experience.

150-1-3-4-21 NURSING

150-1-3-4-21-1 EMERGENCY CONTROLLED SUBSTANCES ADMINISTRATIVE SHEET

Documenting controlled substances returned from home visits or obtained outside of the facility pharmacy.

Dispose of after 7 years.

150-1-3-4-21-2 DAILY NARCOTIC COUNT SIGNATURE SHEET

Dates, shift, and employee signatures for narcotics counted between shifts and filled out on living units.

Dispose of after 3 years.

150-1-3-4-21-3 NURSING ASSIGNMENT SHEET

Names of all levels of nursing staff for each shift, where assigned, to what assigned, breaks/meals assigned, meetings, in-service and any special assignments.

Dispose of after 1 year.

150-1-3-4-21-4 NURSING POLICY & PROCEDURE BOOKS

Current procedures used in providing nursing care in the facility, standards of nursing, goals and objectives for the nursing department.

Transfer copy to the State Archives when superseded; retain permanently.

150-1-3-4-21-5 NURSING STAFF SCHEDULES

Names and schedules of all nursing staff.

Dispose of after 3 years.

150-1-3-4-22 ACTIVITIES DEPARTMENT, OCCUPATIONAL THERAPY, RECREATION THERAPY, AND VOCATIONAL THERAPY

150-1-3-4-22-1 ACTIVE PATIENT FILES

Lists work/projects accomplished.

Dispose of after 1 year.

150-1-3-4-22-2 MONTHLY ATTENDANCE SHEET

Used to keep track of patient attendance in activities.

Dispose of after 1 year.

150-1-3-4-22-3 PATIENT ACTIVITY INCOME AND EXPENDITURE RECORD

Lists sales and expenditure records for patient craft items.

Dispose of after 3 years, provided audit has been completed.¹

150-1-3-4-22-4 PATIENT ACTIVITY SHEET/ACTIVITY CALENDAR

Monthly calendar listing the members activity participated in and the building, or what area.

Dispose of after 1 year.

150-1-3-4-22-5 PATIENT EVALUATION

Evaluation with a patient indicating his/her likes and dislikes and personal history. Used for planning activities in the department.

Dispose of after 1 year.

150-1-3-4-22-6 PATIENT PRODUCTIVITY RECORDS

Evidence of the productivity of each disabled worker and prevailing wages, production standards and other supporting documentation for non-disabled workers.

Dispose of after 3 years.

150-1-3-4-22-7 PATIENT PROFILE AND INTEREST SHEET

Initial evaluation to gather basic information and learn patient interests.

Dispose of after death or discharge of the patient.

150-1-3-4-22-8 PROGRESS BOOK

Information on each member regarding goals and progress within the department.

Dispose of after 1 year.

150-1-3-4-22-9 PURCHASE BOOK

Listing of items purchased for the department, cost, and the outlet purchased from.

Dispose of after 1 year, provided audit has been completed.¹

150-1-3-4-22-10 SHELTERED WORKSHOP/PATIENT WORKER CERTIFICATES

Certificates from the U.S. Department of Labor authorizing the facility to pay sub-minimum wages to patients who work as part of their habilitation program.

Dispose of 5 years after expiration of the certificate.

150-1-3-4-23 VOLUNTEER SERVICES

150-1-3-4-23-1 HHS SYSTEM DONATION REPORT

Used to keep track of donated items and cash.

Dispose of after 5 years.

150-1-3-4-23-2 VOLUNTEER REPORT

Used to keep track of hours and number of volunteers.

Dispose of 5 years after volunteer is no longer in the program.

150-1-3-4-24 ADMINISTRATIVE RECORDS

150-1-3-4-24-1 BEHAVIORAL/ABUSE/NEGLECT REPORTING FORM

Report of alleged abuse/neglect as defined in policy.

ADULT PATIENTS: Dispose of after 6 years.

MINOR PATIENTS: Dispose of 6 years, after patient has reached her/his majority.

150-1-3-4-24-2 BI-ANNUAL GOALS AND OBJECTIVES

Plans set with time frames for implementation.

Dispose of after 2 years.

150-1-3-4-24-3 CONTRACT FILES

Includes agreements and leases. File may include original of final contract, bidding procedure information if applicable, notes and correspondence.

Dispose of 6 years after termination date of contract OR 5 years after last date of action under contract, provided audit has been completed, subject to review by the State Archivist for possible accession.¹

150-1-3-4-24-4 EXTERNAL SURVEY OF FACILITIES AND APPLICATION FOR LICENSE

May include, HHSS, VA, DSS, HCFA, and JCAHO survey results and correspondence.

Dispose of after 25 years.

150-1-3-4-24-5 STATISTICAL REPORT

Required report to HHS Regulation and Licensure showing discharges, discharge days, census days, and beds set up and staffed.

Dispose of after 2 years.

150-1-3-4-24-6 LICENSES, STATE OF NEBRASKA AND FEDERAL

Correspondence and applications for licenses: Hospital, Health Clinic, Domiciliary, Nursing, and Pharmacy.

Retain permanently.

150-1-3-4-24-7 MOTOR VEHICLE RECORDS

May include Motor Vehicle commitment and release records.

Dispose of at time of discharge.

150-1-3-4-24-8 PATIENT GRIEVANCES

Complaints filed by patient against the facility or individual working or living within facility.

Dispose of after 6 years.

150-1-3-4-24-9 POLICY AND PROCEDURE MANUALS

Manuals setting out operational policies and procedures for facilities, divisions, or other functional areas.

Transfer to the State Archives; retain permanently.

150-1-3-4-24-10 STUDIES AND REPORTS

Project information statistics used to evaluate costs, expenditures, usefulness, etc.

Dispose of after completion of project, subject to review by the State Archivist for possible accession.

150-1-3-4-25 PSYCHOLOGY

150-1-3-4-25-1 BEHAVIOR MANAGEMENT PROGRAMS

Program records developed to address specific behavior(s) a patient demonstrates.

Dispose of immediately, subject to review by the State Archives for possible accession.

150-1-3-4-25-2 TESTING MATERIALS (RAW DATA)

Includes various testing materials to evaluate patients. Examples include: WISC, WAIS, MMPI, Kinder Preference Test, California Achievement Test, Edwards Personal Preference Test, Vineland Adaptive Behavior Scale, AAMD Adaptive Behavior Scale and Normative Adaptive Behavior Scale.

Dispose of 6 years after evaluated and results are recorded.

150-1-3-4-26 PLANNING (OBSOLETE)

150-1-3-4-26-1 AGENCY LONG RANGE PLANS (OBSOLETE)

Long range plans for each community program area.

ORIGINAL RECORD: Retain 1 copy permanently.

COPY: Transfer to the State Archives; retain permanently.

OTHER COPIES: Dispose of after 5 years or when superseded or obsolete.

150-1-3-4-26-2 AGENCY OPERATIONS PLANS (OBSOLETE)

Annual operations plan containing objectives for each facility and division within the department.

ORIGINAL RECORD: Retain 1 copy permanently.

PAPER COPY: Transfer to the State Archives; retain permanently.

ELECTRONIC DATA: Dispose of after 1 month, provided the security copy is verified, or when superseded.

SECURITY COPY (TAPE): Retain permanently.

150-1-3-4-27 MINUTES

150-1-3-4-27-1 MINUTES REQUIRED FOR STANDARDS COMPLIANCE

Meeting minutes of all committees required by regulatory or accrediting agencies.

Dispose of after 5 years, subject to review by the State Archivist for possible accession .

150-1-3-4-27-2 PATIENT ADVISORY/ADVOCACY GROUP MINUTES

Minutes from internal or external groups to advocate on behalf of the patient.

Dispose of after 5 years.

150-1-3-4-27-3 STAFF MEETING MINUTES

Minutes of staff meetings or committees not required for standards compliance or accreditation.

Dispose of after 1 year, subject to review by the State Archivist for possible accession .

150-1-3-4-28 HOUSEKEEPING

150-1-3-4-28-1 CHECKLIST OF LIVING UNITS, MONTHLY

Checklist of items needed to be taken care of on a continual basis to assure a clean and sanitary environment.

Dispose of after completed.

150-1-3-4-29 LIBRARY

150-1-3-4-29-1 HISTORY OF THE FACILITY

Written history of the facility including all significant events of development. May include materials such as books, newspaper clippings, pamphlets, pictures, video tapes, etc.

Retain permanently.

150-1-3-4-29-2 LIBRARY CARD INDEX FILE

Cards of items in the library. May include author, title, publisher, date received, source, etc.

Dispose of after item is removed from the library.

150-1-3-4-29-3 POLICY AND PROCEDURE MANUALS

Policy and procedure manuals for library.

Dispose of after superseded, subject to review by the State Archives for possible accession.

150-1-3-4-29-4 PUBLICATIONS

PUBLICATIONS PAID FOR BY SUBSCRIPTION: Dispose of 2 years after cover date.

PROFESSIONAL JOURNALS: Check with local libraries before recycling to determine if library is interested in maintaining journals for future public reference or if they can be used to fill in missing volumes.

NON-SUBSCRIPTION PUBLICATIONS: Dispose of when no longer of reference value.

150-1-3-4-30 MEDICAL STAFF

150-1-3-4-30-1 BYLAWS

Includes the bylaws and rules and regulations of the medical staff.

ORIGINAL RECORD: Retain permanently OR microfilm and destroy after 10 years.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

150-1-3-4-30-2 MEMBERSHIP CREDENTIALING AND PRIVILEGING FILES

Includes application for membership and review of physician's, physician's assistant's, and dentist's practice for purposes of determining whether to privilege or re-privilege.

This is not part of the personnel file.

ORIGINAL RECORD: Retain permanently OR microfilm and destroy after 10 years.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

150-1-3-4-31 BUDGET

150-1-3-4-31-1 EXPENDITURE PLAN FOR CAPITAL EQUIPMENT

Bi-annum reports of approved capital equipment items.

Dispose of after 2 years, provided audit has been completed.¹

150-1-3-4-31-2 PROJECT REVIEW REQUESTS

Records of projects requested by HHS facilities. May include justifications, cost estimates, and time for completion, project schedule, etc.

Dispose of after project is completed or no longer pursued by the facility.

150-1-3-4-32 PHYSICAL THERAPY

150-1-3-4-32-1 DAILY OR MONTHLY COUNT SHEETS

Listing of client attendance, modalities provided, trainer providing the treatment, and informal comments in physical therapy.

Dispose of after 1 year.

150-1-3-4-32-2 PHYSICAL THERAPY LPN TREATMENT RECORD

Record of living unit physical therapy programs and PT/LPN progress notes.

Dispose of after 5 years.

150-1-3-4-32-3 PHYSICAL THERAPY ORTHOPEDIC EQUIPMENT RECORD

Record of provision of orthopedic/orthotic equipment to specific clients.

Dispose of 10 years after patient's discharge or death.

150-1-3-4-33 GROUNDS

150-1-3-4-33-1 ARBORETUM PLANT DISTRIBUTIONS

Records of Nebraska State-Wide Arboretum plant distributions.

Dispose of after 1 year.

150-1-3-4-33-2 COMPUTERIZED MAPPING SYSTEM

Includes inventory, locations, and dead and diseased trees.

Retain permanently.

150-1-3-4-33-3 CONSULTING RECORDS

Includes recommendations on plant problems and record keeping on plant topics for seminar presentations.

Dispose of after 10 years.

150-1-3-4-33-4 EDUCATIONAL AIDS RECORDED

Includes pictures, teaching guides, etc.

Dispose of after 10 years.

150-1-3-4-33-5 EQUIPMENT AND PARTS SERVICING MANUALS

Manuals used in maintaining and servicing grounds equipment.

Dispose of after equipment is surplusd or no longer in service.

150-1-3-4-33-6 EQUIPMENT RECORDS

Records on oil and filter changes and routine scheduling of preventative maintenance on equipment, including parts and operating procedures of tractors, lawn mowers, small equipment, etc.

Dispose of after equipment is surplusd or no longer in service.

150-1-3-4-33-7 EQUIPMENT REQUESTS

Equipment requests made by grounds on a fiscal year basis.

Dispose of after equipment is no longer requested.

150-1-3-4-33-8 GROUNDS MAINTENANCE PLAN

Time scheduling for spring, summer, and fall, including fertilizer application, herbicide and fungicide application, tree planting, and flower and plant propagation.

Dispose of after 5 years.

150-1-3-4-33-9 GROUNDS MANAGEMENT PLAN

Includes records of labor resources, acreage and square footage, and heavy and small equipment resources.

Dispose of after 5 years or when superseded or obsolete.

150-1-3-4-33-10 LANDSCAPE MASTER PLAN

Includes landscape master plan of plant material locations, including arboretum plant material locations Updated annually.

Retain permanently.

150-1-3-4-33-11 MEMORANDUM OF UNDERSTANDING FOR ARBORETUM

Memorandum of understanding between facility and Nebraska State-Wide Arboretum.
Retain permanently.

150-1-3-4-33-12 NON-FACILITY WORK REQUESTS

Includes informal requests by outside agencies located on facility grounds. May include request time, date of product application, consulting services rendered, etc.
Dispose of after 2 years.

150-1-3-4-33-13 NOXIOUS WEEDS AND POISONOUS PLANTS

Plant identification records for noxious weeds and poisonous plants.
Retain permanently.

150-1-3-4-33-14 PLANT VARIETIES AND DONATIONS FOR ARBORETUM

Includes plant labeling and purchases of plant material.
Retain permanently.

150-1-3-4-33-15 TREE REMOVAL GUIDELINES

Policies, guidelines, and approval for tree removal as established by the State of Nebraska for tree removal.
Dispose of 5 years after superseded or obsolete.

150-1-3-4-34 STATE STORE

150-1-3-4-34-1 ACCOUNT CODE 4800 EXPENDITURES NOT ON INVENTORY

Listing of all purchased items, which are not yet put on Statewide Inventory List.
Retain until so noted on Statewide inventory list.

150-1-3-4-34-2 EQUIPMENT INVENTORY DETAIL REPORTING FORM

Completed forms used to designate new equipment which contain, but are not limited to the date of purchase, cost, manufacturer's serial number, model number, purchase order, vendor, description, etc.
Dispose of when superseded or obsolete.

150-1-3-4-34-3 STATEWIDE INVENTORY SYSTEM HISTORY REQUEST

Printouts of all changes made in equipment use.
Dispose of after 2 years, provided audit has been completed.¹

150-1-3-4-34-4 SURPLUS PROPERTY NOTIFICATION (SALES AND JUNK LIST)

Forms originating from State Surplus authorizing inventory to either be sold at auction or junked.
Dispose of when superseded or obsolete.

NOTE

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete, and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet
